

COVENTRY HOUSING AUTHORITY
MINUTES
SEPTEMBER 18, 2013

The Chairman, Robert DiPadua, called the meeting to order at 4:15 for the purpose of conducting a Public Hearing on the Annual Plan and the following commissioners were present: Rosalie Jalbert, R. David Jervis, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director was also present.

Julie went over the Annual Plan for fiscal year 2014. Goals and objectives were outlined. The only new policies are the bed bug prevention policy and the smoke free policy. Julie discussed the wait list, which usually has an average of 150 families on it but stated that in the last year the wait list has been averaging 200+. The voucher rental program has not been open and is now down to a list of 75 families. It will remain closed until the appropriation changes. Upon conclusion of discussion, motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve the Annual Plan. Motion carried with all in favor. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to adjourn the Public Hearing. Motion carried with all in favor.

The Chairman, Robert DiPadua, called the regular meeting to order

at 4:30 and the following commissioners were present: Rosalie Jalbert, R. David Jervis, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Council were also present

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the minutes of the August 21, 2013 meeting as presented. Minutes will be changed to reflect the correct spelling of Commissioner Jervis' name. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to approve the Treasurer's Report as submitted. Motion carried with all in favor.

Year to Date Financials through 7/31/2013 show that in Public Housing, reserves are at 95.6% even going through sequestration. Revenues are 3% greater than anticipated through the first seven months and total routine expenses are 1% under budget.

In the Housing Choice Voucher program, administrative fee revenues continue to be hurt by the 69% appropriation and expenses are being kept under control. Appropriated vouchers are only being leased after review of HAP reserves.

The Housing Authority continues to produce a net income in the Management Program. (\$11,000 to date) which balance will be added to the unrestricted reserve at year-end.

EXECUTIVE DIRECTOR'S REPORT:

1. Claims status update:

a. FEMA: The claim has been approved. Julie will continue to track this because the FEMA payment goes to the Town of Coventry before it is disbursed.

2. Smoke-free Housing has been implemented for all public housing units and a few phone calls have been received regarding non-compliance. The policies have been incorporated into all new leases effective 9/1/2013 and existing tenants are signing lease addendums. The non-profit association has sent the survey to residents of Golden Ridge and based on the feedback from the surveys, they look to implement Smoke-Free housing at that property, possibly in November.

3. Meetings have been held with the investigator regarding the fraud cases in the HCV program. Five of the twelve cases were closed out and seven were referred to the investigator.

4. Julie attended the September KOV Tenant's Association to discuss the front entrance construction and to reiterate the Smoke-Free housing policy. Julie also informed them that the State Traffic Commission has once again concluded that a traffic control signal is not warranted at the Rte. 117 and Contentment Drive intersection.

5. Beginning in September of 2013, new procedures were implemented in the Maintenance Department, similar to a property-based management system. The new system assigns an individual staff person to a property for a month at a time. Julie has been meeting with maintenance staff over the past three months and the program started last week. There were problems with not having inventory at each property and discussions followed regarding setting up an inventory at each location. All maintenance staff report to the office each morning. They will still need to work together when vacancies have to be worked on. Julie reported that she is also getting prices to contract out the snow removal at NRT.

6. Included in today's packet is the PHAS Score Report for Public Housing for the CY 2012. Coventry Housing was once again a High Performer.

7. The bids for common area floor replacement have been put off until March. This is a three-month work project and it would be better if it was not done during winter months.

8. Julie is in the process of receiving proposals for insurances and will begin the process of putting together the 2014 development budgets. Appropriations for 2014 appear to be

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uncertain as the current legislative bills have stalled following the GOP insistence on continued sequestration.

MAINTENANCE REPORT:

Julie is anticipating changes in the format of the maintenance report.

HOUSING REPORT:

In Public Housing, it has been a quiet year for turnovers. In the Housing Choice Voucher program, the numbers are being kept up as much as possible. In the Management Portfolio, there are 107 units out of 113 leased out. All vacancies are at the Meadows. According to Julie, she has been at the property several times with DHS and also the police to resolve problems.

RESIDENT SERVICE COORDINATOR:

Golden Ridge residents are open to attend the smoking cessation

program.

FAMILY SELF-SUFFICIENCY:

Erin reports that this fall there are a record number of FSS participants attending college or other educational programs. Many are attending college with their college-aged children.

COMMITTEE REPORTS:

Building Committee: Work has begun in transforming all front building/unit entrances at Knotty Oak Village with three buildings poured and useable at this time. Loam and seed will follow as well as installation of walking rails.

One change order is anticipated for buildings that have air ducts to the boiler room that will be cut off with the new landing pour.

Contractor remains on target for completion mid-October.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) NERC Training; Administration during Sequestration: This training will be held in Worcester, MA on September 23rd from 9 a.m. to 1 p.m.

Julie recommends sending two HCV staff at a total cost of \$150. Motion was made by Commissioner Parenteau and seconded by

Commissioner Jalbert to send two people. Motion carried with all in favor.

B) Conference Attendance Reporting Procedures: As discussed last month, Commissioner DeGraide would like to get information following attendance of board members at a conference in order for all board members to have access to the information. Discussion was held regarding how best to accomplish this. Attorney Capaldi felt that the best way to handle this would be to state each time a motion is made that approval is subject to a report back to the board following the conference. Board members were in agreement.

C) Dedication to Commissioner Jacques: Chairman DiPadua suggested a plaque on the flag pole because Commissioner Jacques was a veteran. Commissioner Jervis suggested a bench like the ones used at Wetherill in Jamestown because people may not read the plaques but they would sit on a bench. Options will be looked at for discussion next month.

OPEN DISCUSSION:

Commissioner DeGraide asked if former Commissioner Pasch received his thank-you as discussed last month. Attorney Capaldi

stated that he sent a fruit basket from the board of directors. Commissioner Jalbert said that Commissioner Pasch said he did not receive anything. Attorney Capaldi will check to see if it was delivered.

There being no further business to discuss, motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

**GAIL T. WOODWARD
RECORDING SECRETARY**